

Town of Rowe
Board of Selectmen – Minutes
Wednesday, September 5, 2018 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:30 p.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol and Executive Secretary Janice Boudreau
Felicity Pickett, Arthur Samuelson, Ellen Sutherland, John Franzoni, C. Selmi Hyytinen, Florence Veber

OPEN MEETING

Announcement of recording devices & noteworthy information

APPOINTMENTS

1. 6:30 p.m. Rowe Camp & Conference Center – Town Property Damage Discussion: There was discussion about an incident at the Park involving Rowe Camp and Conference Center (RCCC) attendees who damaged property. RCCC Director Felicity Pickett responded with an apology and explained action taken at the camp. There was also discussion with Chief Shippee and Officer Hyytinen about ongoing problems with the RCCC attendees driving the golf carts on town roads and explained legal issues as well as attendees walking in the center of the roads. Solutions were spoken about: a.) install a sign "No Golf Carts Pass This Point at RCCC b.) Walk to the church along the common c.) have a sign in/out sheet for those using carts and sign off after reading penalties and rules. Ms. Pickett agreed to draft the sign in/out sheet for Police Chief to review. Ms. Pickett gave a check from RCCC for \$700.00 to replace items damaged at the Park and a \$2,000.00 check for the Town of Rowe as a gift to the town.

Motion to Accept Check: Member Sokol made a motion to accept the check of \$2,000.00 from Rowe Camp and Conference Center as a gift to the town for General Funds. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

2. 6:30 p.m. Meeting with NBSU Superintendent Franzoni: North Berkshire School Union (NBSU) Superintendent John Franzoni was introduced to the Select Board and spoke about the great welcome he has had from Rowe Elementary School. He expressed making a long commitment to the position and looked forward to working with Rowe. His wife Ellen Sutherland volunteered to take Minutes for the Rowe School Committee since she had a background of prior experience. He said he would schedule a meeting soon to improve communications between NBSU, Rowe School and Rowe Town Administration. Superintendent Franzoni presented contracts with Nexamp for the Select Board to sign.
3. 7:00 p.m. Arthur Samuelson – Animal Control Officer: Select Board Members met with Animal Control Officer (ACO) Arthur Samuelson. Janice Boudreau reported on the following: Janice has been meeting with Area Towns including, Charlemont, Heath, Colrain, Shelburne, Monroe & Buckland expressing interest to share ACO position due to the fact it was difficult to staff.

Progress thus far:

- Sheriff's Office offered van – transportation solved
- An ACO Job Description was drafted
- Researching whether current space at Kennel could be used
- Rowe could increase dog licenses to pay for additional cost of full-time ACO
- Possibly offer Animal Inspector possibility
- Participates in Emergency Response Committee on Animal Welfare Plan

Mr. Samuelson said that it was often people problems between neighbors, rather than dogs. He said he was willing to remain in the position until it can be filled with a more permanent solution. Select Board members thanked Arthur for his service to the town and for attending the extensive ACO training. Chair Morse asked that Ms. Boudreau keep Mr. Samuelson and the Board apprised of the progress in regionalizing the ACO position.

4. 7:57 p.m. Town Treasurer Joanne Semanie - Broadband Borrowing: Ms. Semanie reported that Unibank Vice President and Senior Fiscal Advisor Clark Rowell had all the necessary paperwork from the town and were awaiting approval. She spoke about borrowing State House Notes for smaller amounts for up to one million. Ms. Semanie said she thought it would save money for the town and avoid audit requirements. Ms. Semanie was asked about the progress in obtaining a credit card for the town. She said she would do so with Unibank if possible.

MINUTES

1. Minutes of August 21, 2018:

Motion to accept Minutes of August 21, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of August 21, 2018 as amended. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

OLD BUSINESS

1. Mailbox Request to Cover PO Boxes: Resident Florence Veber asked about building a cover over the exterior mailboxes to keep mail dry, boxes from freezing and adding lighting. Following discussion, it was agreed to contact the Post Office to inquire about the approval of the construction, obtain an estimate from a contractor then proceed with Dig Safe and Request for Determination from the Conservation Commission.
2. MLP Update: Member Sokol said the hut for the broadband network base was ordered and that it would have a clapboard face installed to match town buildings. The 'Intergovernmental Agreement Purchase of Telecommunication Hut and Generator Between City of Westfield Gas & Electric Light Department and Town of Rowe Municipal Lighting Plant' for purchase was reviewed.
3. Insurance - Review MGL/Town Votes pertaining to Employee Insurance: Vice-Chair May presented Massachusetts General Laws (MGL) Chapter 32B Sections pertaining to insurance coverage to town employees. It was agreed to retain the material and share with the Finance Committee and discuss the matter with them at the next joint meeting.

4. Town Website: Select Board Members discussed three website providers and compared services. Following discussion, it was agreed to schedule a meeting with Montague Webworks to discuss the services offered.
5. Sandri Quote for Heating/Cooling: Vice-Chair May presented an updated contract from Sandri for the Heating/Cooling unit for the Fitness Room. He explained that a rebate of \$800.00 and a one-time energy credit would be coming to the town following installation.

Motion to Sign: Chair Morse made a motion to authorize Vice-Chair May to sign the Agreement with Sandri for an amount not to exceed \$10,000.00 for the mini-split unit once corrected with the prevailing wage added. The motion, seconded by Member Sokol, was accepted. (3/0/0)

NEW BUSINESS

1. Police Matters: 7:17p.m. Meeting with Police Chief and Officer Hyytinen:
 - a.) Parking in front of Fire Station Garage doors was discussed and it was agreed that 'No Parking' signs would be installed and that Police not park in front of doors.
 - b.) Having inadequate lighting when an officer was directing traffic was discussed during the August 15th incident. Solutions were presented.
 - c.) Detail for town paving projects and broadband construction was discussed and the department billing for detail rate rather than regular pay. It was agreed to check into whether the paving job had bid stipulation included and providing a list of roads needing detail for the broadband construction to the Department as well as roads that could be closed.
 - d.) Officer Hyytinen asked about whether employees could be drug-tested following an accident. Ms. Boudreau said the CDL drivers were tested regularly and after an accident and that the town did not drug test its employees.
2. Create Agenda for Joint Finance Committee Meeting: It was agreed to include the following to discuss with the Finance Committee:
 1. Town Contribution to Employee Health Insurance
 2. Discuss Purchasing County Road Lots
 3. Plan the Budget Calendar
 4. The Progress of the CIP
3. Insects/Spiders on Town Hall: Chair Morse reported that there was a spider infestation on the Town Hall and that it was causing problems keeping the building clean. Executive Secretary said she was working on obtaining quotes.
4. Town Hall Sign & Request from Historical Society: Chair Morse discussed the lettering on the Town Hall exterior front sign and what it should contain. Following discussion, it was agreed to say, "Town of Rowe- Incorporated 1785 – Settled as Myrifielld 1763". She also said that the Historical Society had signs they would like to display in Town Hall. It was agreed to consider adding the signs.

5. Dan Neitsche Visit: Chair Morse reported that Franklin Regional Council of Governments Emergency Preparedness Coordinator Dan Neitsche visited the town and toured with Highway Superintendent Larned as part of an emergency plan for the Deerfield Watershed that he is working on. He visited streams and culverts and Yankee Road. He was going to speak with someone at Massachusetts Emergency Management Agency about getting some funding for Yankee Road repair.

EXECUTIVE SECRETERY UPDATES

- a. Draft Letter to FC Sheriff Office thanking for Service: reviewed and signed
- b. Draft Invoice to A. Willis for Emergency Services: Invoice for services needed when a citizen downed a tree that blocked road traffic and caused widespread power outage was reviewed and confirmed acceptable to bill by Town Counsel.
- c. Report on Pest Control: Pest Control quotations were in process.
- d. MIIA – Cyber Liability Application: Following discussion it was agreed to complete the application for cyber liability coverage since there would be no additional cost incurred. It was also agreed upon to review further.

Motion to Sign: Member Sokol made a motion to sign the Cyber Liability Application to add to town MIIA insurance policy coverage. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

MAIL & CORRESPONDENCE

1. Rowe Fire Dept. Report – August was reviewed.

Citizen Comments
Adjournment

Warrants: FY19 W06 Payroll FY19 W05

Vice-Chair May invoked the Rule of Necessity since he had a family member on the payroll.

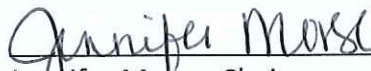
Adjournment: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 8:57p.m. The motion, seconded Vice-Chair May, was accepted. (3/0/0)


Janice Boudreau
Executive Secretary


Approval Date:

September 18, 2018

Approved:


Jennifer Morse, Chair


Dennis May, Vice-Chair


Chuck Sokol, Select Board Member

Documents:

- MLP – 'Intergovernmental Agreement Purchase of Telecommunication Hut and Generator Between W G & E Light Dept. and Town of Rowe MLP' (7 pgs.)
- Shelter Equipment BOM – MLP Hut (2 pgs.)
- MGL Laws 32B Pertaining to Insurance: § 7, 7A, 8A, 9C, 9C ½, 9G, 9I, 10, 10A, 11A, 11B, 11D, 11E, 11F & 16
- Select Board Minutes DRAFT 08-21-18
- Letter to FC Sheriff Office Thanking for Service
- Invoice to A. Willis for Emergency Detail for 8-15-18 Event
- Mailbox Cover Example
- MIIA Cyber Liability Application

Mail:

- Rowe Fire Dept. Monthly Report August